



Site Development Permit

Application Information for the Development Review Committee (DRC)

This packet update includes the following:

- Fee schedule and related process changes
- Inclusion of the Transportation Department as a stand alone department issuing comments within the review process
- Introduction of a new DRC Chair
- Procedures and check lists for phasing permits
- Predevelopment/presubmittal meeting request forms
- Updated application form

**Planning & Community Development Department
City of Round Rock, Texas**

Effective Date: August 1, 2007

Development Packet for Site Development Permit

This Development packet consists of useful information, including the checklists and forms required for obtaining a site development permit through the Development Review Committee (DRC).

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Where to Begin

Site Development Permits are required prior to building permit release for all development other than single family and duplex structures (this includes HOA improvements, License Agreements, Entry Features, and WTF (cell tower) applications). Section 11.306 of the Zoning Ordinance establishes the applicability of site plan review.

The Development Review Committee

Site Development Permits are reviewed by the Development Review Committee (DRC). Duties of the DRC are established in Section 11.202 of the Zoning Ordinance. The DRC consists of representatives from various city departments. Their mission is to issue site development permits through the review of site development applications as an inter-departmental committee, applying the City's Code of Ordinances in a fair and consistent manner.

The Development Review Committee Chair is Brad Wiseman, 341-3321. The review members for the Development Review Committee are:

Aneil Naik, Engineering & Development Services Department, 218-7043
Mark Selby, Fire Department, 216-6633
Billy Wusterhausen, Fire Department, 218-6632
Emsud Horozovic, Forestry Division, 341-3350
Jim Carse, Forestry Division, 341-3368
Taylor Horton, Planning Department, 341-3175
Terrell Wilkey, Utility Department, 341-3145
Mark Remmert, Building Official, 218-6600
John Dean, Transportation Department, 218-5562

When your application is submitted, a reviewer from each department will be assigned. Once comments are received, it is recommended that the applicant call the reviewer with any questions regarding the review comments. The DRC Chair's responsibility includes coordination of the process, coordination of conflicting comments, and assisting with the transition of the project between platting, site development permitting, and building permitting.

General Application Information

Applications for Site Development Permits are submitted and reviewed on a published schedule (page 18). This schedule includes specific dates for application submittals to the Planning Department and subsequent review and comment distribution by the Development Review Committee (DRC). Each of the submittal dates are approximately two weeks apart, with the review comments issued 3 weeks from the application submittal.

Before submitting an application, the Applicant shall verify the following information with the Planning Department:

_____ Deadline for filing application with the Planning Department.

_____ Date of DRC review comment release.

_____ Presubmittal meeting date

_____ Submittal requirements

Prior to submitting an application, the applicant shall schedule a presubmittal conference with the Planning Department to discuss the proposed development. Please contact Amy Swaim, 218-5428, to schedule a presubmittal conference. Please refer to page 6 for more specific information about the presubmittal conference.

Applicable Ordinances

The following list of ordinances and standards are the common references the reviewers apply during the application review.

1. General
 - a. Compliancy and Adequacy Clauses - DACS General Guidelines, Pg. 4
 - b. General Notes - DACS General Guidelines, Pgs. 11-17
 - c. Summary Table - City website
(http://www.roundrocktexas.gov/docs/construction_summary_eds_.pdf)
2. Fire Protection Requirements: 2006 IFC
 - a. Chapter 2 - Occupancy Classification
 - b. Chapter 3 - Section 312 Vehicle Impact Protection
 - c. Chapter 5—Fire Service Features
 - d. Chapter 5 – Section 503 Fire Apparatus Access Roads
 - e. Chapter 5 – Section 505 Premises Identification
 - f. Chapter 5 – Section 508.2.1 Private Fire Service Mains
 - g. Chapter 5—Section 508.5 Fire Hydrant Systems
 - h. Chapter 5 – Section 508.5.4 Obstruction
 - i. Chapter 5 – Section 508.5.5 Clear Space Around Hydrants
 - j. Chapter 9 – Fire Protection Systems
 - k. Chapter 10 - Means of Egress
 - l. Chapters 11 – 44 – Project specific
 - m. Appendix B – Fire Flow Requirements For Buildings
 - n. Appendix D—Fire Apparatus Access Roads
 - o. Appendix D – Section D103.2 Grade
 - p. Appendix D – Section D103.3 Turning Radii
 - q. Appendix D- Section D103.5 Fire Apparatus Access Road Gates
 - r. Appendix D—Section D104 Commercial and industrial developments
 - s. Appendix D – Section D104.1 Building Exceeding 3 Stories or 30ft in Height
 - t. Appendix D – Section D105 Aerial Fire Apparatus Access Roads
 - u. Appendix D – Section D106 Multiple-Family Residential Developments
 - v. Code of Ordinances Chapter 5: Fire Protection
3. Tree Protection and Mitigation Requirements:
 - a. Tree Technical Manual: Standards and Specifications
 - b. Chapter 3.110: Tree Protection and Preservation Ordinance
 - c. Specific references include but are not limited to:

- i. Tree Survey- locations of all existing trees with tag numbers, tree list with species and size identified, and tree survey table. On tree survey drawing; location of proposed trees to be removed delineated as dashed-line circle with tree ID number in circle and trees to remain with solid-line circle.
 - ii. Tree protection notes, Round Rock Tree Technical Manual; Standards and Specifications, Section 2.3.2.
 - iii. Tree protection details – tree fencing details, refer to Manual, Section 2-2 to 2-6.
 - iv. Tree replacement plan / landscape plan for trees that will be planted as mitigation / replacement trees. Refer to Round Rock Tree Technical Manual, Section 3.
 - v. Tree Irrigation note, refer to Round Rock Tree Technical Manual, Section 3.10
- 4. Zoning Compliance:
 - a. Code of Ordinances Chapter 11: Zoning Ordinance.
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
- 5. Landscape and Irrigation Compliance:
 - a. Zoning Ordinance Section 11.501
- 6. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 9: Traffic Regulations
 - d. Code of Ordinances Chapter 10: Utilities
 - e. City of Round Rock Access Management Permitting for State Highways (if applicable)
- 7. Drainage Compliance
 - a. Design and Construction Standards, Drainage Specifications
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 3: Building Ordinance
 - d. Drainage calculations, 2, 10, 25, and 100-year information - DACS Drainage, Section 1.2.0
 - e. Storm sewer line profiling, HGL information - DACS Drainage, Section 5
- 8. Utility Compliance
 - a. Design and Construction Standards, Utility Specifications
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 3: Building Ordinance
 - d. Code of Ordinances Chapter 10: Utilities Ordinance
 - e. Water/Wastewater line profiling – DACS Utilities, Sections 1.8.2-B.3, 1.8.3-C.1
 - f. Easements – DACS Utilities, Sections 1.8.2-B.16, 1.8.3-C.7
 - g. Water Meters – DACS Utilities, Section 1.8.2-F
 - h. Looped Waterline System – DACS Utilities, Section 1.8.2-B.1
- 9. Additional References:
 - a. 2006 IBC

- b. <http://www.roundrocktexas.gov/documents/>
- c. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>
- d. <http://www.roundrocktexas.gov/docs/treeordinance.pdf>

Common Code FAQs:

1. Please note, there is not a specific required impervious cover ratio set by ordinance. The impervious cover is managed by meeting the drainage, landscape and tree protection codes as referenced above.
2. Water Quality is reviewed by the Texas Commission on Environmental Quality, not the City of Round Rock. The applicant will be asked for the status of the TCEQ application when submitting to DRC.
3. Generally, driveway permits are issued by Engineering & Development Services as part of the site development permit. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application. Review and issuance is overseen by Engineering & Development Services.

Site Development Process Steps

The process consists of the following steps:

- Step 1 – Presubmittal meeting
- Step 2 – Preliminary Site Plan Submittal or Small Project Classification Submittal
- Step 3 – Full Site Plan Submittal *
 - Step 3a – Resubmittals
 - Step 3b – Conditional Approval
- Step 4 – Approval
 - Step 4a – Approval Extensions
 - Step 4b – Site Plan Amendments (to approved plans)

* Variations of the Full Submittal Plan include: Phased Site Plans

Step 1: Presubmittal Meeting

The purpose of this meeting is to establish the submittal process schedule, confirm any other processing steps besides site development permit, and to introduce the specifics of the project to the DRC.

Please call Amy Swaim at 512-218-5428 to schedule a meeting. Use the form provided below to provide information about your request. Staff representatives in attendance at this meeting typically include a representative from the Planning Department. (Engineering & Development Services Department, Fire Department, Transportation Department, and Building Inspection are available by request.)

The owner and their consultants, including an engineer, should be at the meeting. The applicant should be prepared to present a preliminary sketch of the proposed development in order to introduce the project. Meetings can generally be scheduled for Tuesday afternoons and Thursday mornings about 1-2 weeks ahead of the intended submittal date.

It is recommended to consult with the Transportation Director prior to the presubmittal meeting in order to confirm if a Traffic Impact Analysis is required. Please contact Transportation Planner John Dean at 218-5562.

**City of Round Rock
Presubmittal Meeting Request Form:**

Instructions: Forward the completed form to Amy Swaim via fax (512)218-3286 or email (aswaim@round-rock.tx.us) to schedule a presubmittal meeting.

- 1) Requested meeting date:
- 2) Project address:
- 3) Project legal description:
- 4) Proposed land use:
- 5) Contact Name:
- 6) Contact Phone:
- 7) Contact Email:
- 8) Project Owner's Name and Address:
- 9) Staff members requested to attend:
- 10) Questions to be addressed:
- 11) Scope of work and City permitting steps to be discussed to be discussed:

The presubmittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications additional comments are to be expected that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application.

Step 2: Preliminary Site Plan or Small Project Submittal

Step 2a: Preliminary Site Plan Submittal

The purpose of the required preliminary site plan submittal is to establish an initial review by the Development Review Committee without the applicant having to complete a full set of construction plans. At this review, the applicant shall be able to confirm whether or not the proposed project will be able to meet general ordinance requirements.

This step includes the submittal and review of a one-page site dimension plan. Please refer to the submittal checklist and submittal schedule to coordinate your submittal and the scheduled date for the review comments to be issued.

The review follows the following process:

- The applicant makes a submittal.
- The submittal is distributed to reviewers.
- The reviewers convene twice over the next two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews the review comments for consistency and lack of conflict. The DRC Chair writes a cover letter indicating additional process steps or recommendations for the applicant. The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The applicant incorporates the review comments into their full construction plan submittal (Step 3).

Step 2b: Small Project Classification Submittal

(option available if staff verification was received during presubmittal meeting)

This is a new category of site plans and is intended to make the fee proportionate to the cost of processing smaller projects which meet one of the following criteria:

- A. Site area is 0.5 acres or less
- B. Expands total building area by less than 20% (max. 1500 s.f.)
- C. Is a temporary building as outlined in Section 11. 425 of the Zoning Ordinance.
- D. Is a Wireless Transmission Facility as defined in Section 4.700 in the Code of Ordinances.
- E. Is an Area Identification Sign as defined in Section 3.1409 of the Code of Ordinances.

Prerequisites for this step:

- A final plat approved
- Subdivision Improvement Plans accepted
- T.I.A. approval or waiver

This submittal category can skip the preliminary site plan submittal due to the small project scope of work. The process still includes the submittal and review of the full construction plans. Please refer to the attached full submittal checklist and submittal schedule to coordinate your submittal. The drawings prepared for this submittal is the construction set. The purpose of the review is to confirm exactly what is to be built and how it will be built. The approved drawings will be the construction set of plans the inspectors will use when inspecting the construction of this project. It

should be the same set of plans the contractors will use.

The review follows the following process:

- The applicant has a presubmittal application meeting to determine the scope of work and to determine if this application meets the criteria of the small project classification.
- The applicant makes a submittal on a scheduled DRC submittal date.
- The submittal is distributed to reviewers.
- The reviewers convene twice over the next two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews comments for consistency and lack of conflicts. The DRC Chair issues a cover letter indicating additional process steps or recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The results of this review are either: 1) review comments issued (resubmittal required) 2) a conditional approval or 3) approval of documents.
- Once the applicant has completed this step initially, the applicant may go ahead and apply for a building permit.

Upon approval the applicant can move to step 4 below.

Step 3: Full Site Plan Submittal

Prerequisites for this step:

- A final plat submitted
- Subdivision Improvement Plans submitted and first round of review comments received
- T.I.A. approval or waiver

This step includes the submittal and review of the full civil engineered construction plans and landscape planting plans. Please refer to the attached full submittal checklist and submittal schedule to coordinate your submittal. The drawings prepared for this submittal is the construction set. The purpose of the review is to confirm the exact scope of work and how it is to be constructed. The approved drawings will be the construction set of plans the inspectors will use when inspecting the construction of this project. It should be the same set of plans the contractors will use for the civil portion of the project during construction.

The review follows the following process:

- The applicant makes a submittal.
- The submittal is distributed to reviewers.
- The reviewers convene twice over the next two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews comments for consistency and lack of conflicts. The DRC Chair writes a cover letter indicating additional process steps or recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The results of this review are either: 1) review comments issued (resubmittal required – see Step 3a for more information), 2) a conditional approval, or 3) approval of documents

- Once the applicant has completed this step initially, the applicant may go ahead and apply for a building permit.

SITE PLAN OPTION FOR FULL SUBMITTAL:

Phased Site Plans (phased site construction permits)

The purpose of phased site plans is to allow a developer proposing new land development to obtain a single permit for a multi-building or multi-faceted project. The information below lists the processing for phased permits. Refer to the site plan checklists for requirements for documenting each phase.

Prerequisites- In addition to the requirements for full submittal one of the following must be met

- Sites must be larger than 5 acres in size.
- More than 2 buildings must be proposed with the project.
- The site is comprised of 1 legal lot. (Phased site plans shall not cross property lines)
- The developer requests that the multi-building project be developed in phases.
- Use must be an institution, church, school, multi-family, office complex, commercial center, or townhouse project.

The phased permit follows the following processing, upon site plan permit approval:

- Obtain original site development permit which will include phased master plan and elements. (step 3: Full Submittal)
- Proceed with construction by submitting 6 complete sets to ENGINEERING & DEVELOPMENT SERVICES for pre-construction conference (step 4: Approval)
- Proceed with inspections and project close-out as directed by the Chief Building Official and the Chief Construction Inspector's offices.
- To initiate subsequent phases prior to the permit expiration
 - Notify reviewing engineer that work is ready to proceed for the next phase.
 - Depending on the duration between construction phases, 6 sets may need to be submitted to ENGINEERING & DEVELOPMENT SERVICES.
- To initiate subsequent phases after the permit expiration:
 - Submit 7 sets to DRC and obtain approval, following the full submittal process

PHASING CONDITIONS:

- Close-out of the entire project will fall under the guidelines of a typical site development permit with the following exceptions:
 - The Chief Building Official shall issue either a Certificate of Occupancy or a Temporary Certificate of Occupancy for every building or structure in the project in the order of the provided phasing sequence.
 - The last building to be completed in the phased project shall not be occupied until the Chief Building Official issues either a Certificate of Occupancy or Temporary Certificate of Occupancy for the entire (project including all phases) phased project, including all necessary site improvements.
 - A landscape inspection is required prior to final close-out. A detailed landscape inspection schedule shall be coordinated with the Planning Department as part of the site plan review.
- Expiration

- A. Per the Zoning Ordinance (11.301)(6)(a) expiration of a site development permit is 12 months from sign-off of the permit.
- B. Upon expiration of the first phase of a site plan, the entire plan is considered expired and must be resubmitted to the Development Review Committee for review and a new application.
- C. As with any DRC site plan permit, there is a period of one year prior to expiration. If a building permit has been issued, or construction on the next phase has begun, then the life of the permit will extend until the project is closed-out. The owner will have a period of one year between project close-out and initiating the next phase of construction before a permit will expire.

Exceptions:

At no time shall a project be exempted from meeting all current health, safety and welfare code requirements.

Step 3a: Resubmittal/Re-Reviews/Additional Reviews

A site development permit application fee covers the initial review, plus two resubmittals. If an application requires a resubmittal beyond this, an **additional review fee** will be charged for each additional review. The review fee will not be charged in cases where a review comment was inadvertently omitted or a new comment was issued.

The resubmittal process repeats as many times as necessary to resolve all the outstanding comments. A resubmittal is typically required to address comments issued as the result of Step 3 – Full Site Plan Submittal. A resubmittal is processed the same way as a full site plan (Step 3-Full Site Plan Submittal). It follows the same submittal checklist and submittal schedule. It is imperative that the applicant contact the reviewers for direction in resolving outstanding review comments prior to resubmitting if there are questions or concerns.

Please contact the DRC Chair with questions or if there appears to be a miscommunication.

- A comment is not considered “new” under the following situations:
 - A. The previous submittal was partially incomplete.
 - B. New information covering any discipline is submitted by the applicant.
 - C. A repeated review comment issue that is simply rephrased for added clarification.
 - D. A new design or scenario is provided for review or provided in response to a review comment.
 - E. If repeated review comments result from any portion of the resubmittal.
 - F. Any comment issued upon first full submittal despite the preliminary site plan submittal.
 - G. If the applicant is asking for a variation to an ordinance requirement, ideally a request for a waiver/variance should be handled outside of the site plan submittal process. The best method to proceed with this request, is for the applicant to contact the reviewer and associated authority of the ordinance directly.

Step 3b: Conditional Approval (If required)

Conditional Approval is issued when only minor unresolved comments remain as a result of a full submittal or a resubmittal review. Typically only one or two comments are remaining, or only one department review is outstanding. It is not necessary to follow the submittal schedule as one would for a full submittal.

This submittal follows the following process:

- The applicant is asked to resolve the outstanding comments directly with the reviewer. They can coordinate with the reviewer by fax, phone, meeting, or separate submittal to the reviewer.
- Once the applicant determines that the issue is favorably resolved with the reviewers, the applicant resubmits clean sets of plans back to the DRC at their earliest convenience (it is not necessary to wait for a submittal date). Please review the cover letter correspondence from the DRC Chair to note the required number of plans needed for resubmittal.
- The DRC Chair then coordinates with ALL reviewers to confirm no conflicts remain and the approval is processed. This step may take one-two weeks for all reviewers to confirm that no outstanding comments exist.

Additional Review

Step 4: Approval

Prerequisites for this step:

- Plat Recordation
- Subdivision Permit Issuance

Once all outstanding review comments are resolved, the DRC Chair and Engineering & Development Services Department sign the Mylar cover sheet and issue an approval. (Note the Mylar cover sheet is the actual permit. This original document will need to be used throughout the life of the project construction)

Following approval, the applicant shall submit 6 separately rolled sets of signed plans to Engineering & Development Services Department for distribution to Construction Inspection. Three days after delivery of plans the applicant may call Construction Inspection, 218-5555 to schedule a pre-construction conference. The site development permit approval and the distribution of the 6 sets to Engineering & Development Services must be completed before a Building Permit may be issued.

Please review the specific approval letter for the process steps specific to the application. (The final process step may vary slightly depending if not both the civil inspectors or building inspectors are involved as part of the construction inspection.)

Step 4a: Site Plan Revisions

A site development permit application fee is required for amendments to site development permits. The fee is applied under the following circumstances:

- Site plan permit issued and under construction, but an amendment requires changes to multiple items, or causes a chain of effect, that requires the re-review by multiple members of the Development Review Committee.
- Site plan permit is issued but construction has not started.

Site development permit applications already approved, and under construction, that require a revision that is administered by Engineering & Development Services Department does not fall under this category.

Step 4b: Variations: Extensions

Per Section 11.301 (6)(a) a site development permit application expires after one year. If during that one year, a building permit has been issued for that project the life of the permit is open until the project is completed or the building permit application is closed. In some rare instances, a building permit has not been issued within one year, an owner may desire an extension on the site development permit.

A site development permit extension request may be submitted to the DRC Chair. The owner shall indicate the request in writing to the DRC Chair. The request should indicate the reason for the request, and the extension period requested.

The DRC Chair will distribute the request to each of the DRC review members. Each DRC review member will review the application against the current applicable code of ordinances. If the existing permit is not in compliance with ordinances in place at the time of the extension request, the applicant may be asked to update the plan. If an update is required, then the owner will need to apply for a Site Plan Revision.

Please allow one month prior to the expiration of the site plan for an extension request.

Useful information for application processing/ FAQs

1. Prior to every submittal, please reference the most recently published DRC Submittal Packet, City issued construction details, and applicable codes. Please note that the submittal packet, processing procedures, construction details, and codes are occasionally amended. All are available on the City's website. Please call Amy Swaim (512-218-5428) with questions about finding information online.
2. Development Review Committee applications may run concurrently with the platting, zoning, subdivision improvement, and building permit processes at the applicant's own risk. However, the preceding required development process step needs to be initiated, and the first round of review comments received, prior to initiating the next development process step. Please see the published "Building In Round Rock" packet for an explanation of all the development steps and the subsequent timing. For specifics please call the DRC Chair.
3. The review is completely administrative. Public hearings, Planning and Zoning Commission meetings, City Council are not part of this process.
4. The process consists of a 3 week staff review. Upon the submittal of an application, the submittal is distributed among the staff reviewers. The reviewers meet twice over the next two weeks to coordinate the review among various departments. Comments are issued from the Planning Department under one cover letter. Please see the attached submittal calendar to see specific submittal dates and comment issue dates.
5. **Submittal is due by 5:00PM on the published date. In an effort to process submittals timely and accurately, late applications, applications submitted by courier, applications submitted by overnight delivery, and incomplete applications or no longer accepted.**
6. Seven (7) sets of plans are required for the preliminary submittal and the full site plan submittal. Please reference the review correspondence for number of copies required for conditional approval submittals and resubmittals.
7. Site Development Plans will be reviewed for completeness and incomplete applications or plans with obvious major errors will be returned with a list of deficiencies within 5 days.
8. There are overlapping DRC cycles. For simplicity, staff has named these "A" and "B" cycles. Once you submit on an "A" cycle you don't need to stay on the "A" cycle for subsequent submittals. Once you receive your review comments, you may resubmit on any scheduled date.
9. Comments are always ready at NOON on the scheduled comment issue date. We will call the lead applicant when comments are ready to be picked up, but please assume comments will be ready at NOON on the scheduled date. Comments will include both redline mark-ups and written review comments. The redline mark-ups must be returned with your resubmittal responding to comment. The written review comments will also be mailed to the property owner.
10. Revisions to an approved site plan are administered by the Engineering & Development Services Department. Please contact the reviewing engineer of your project to coordinate the revision.

11. For a successful and timely review, it is imperative your project have a designated lead applicant to coordinate all project team members. The lead applicant should also be the liaison with the owner. Most review comments are issued because the architect, engineer, and landscape architect are not well coordinated. Please designate a lead applicant when making a DRC submittal.
12. Site Development Permit approvals expire in 12 months, unless a building permit has been approved.
13. If a project is phased, it must be clearly delineated by providing an overall master plan within the construction set. Each permit, however, must stand alone with meeting the codes and ordinances applicable to the project.
14. Exterior building finishes, building articulation and signs attached to buildings shall be submitted with the application for building permit. In addition to the review by the Building Official, there is a review by the Planning Department for zoning ordinance compliance prior to the issuance of a building permit. A courtesy review by the Planning Department can occur as part of the submittal for site development permit. Separate review correspondence will be issued as part of the zoning ordinance review for building permit.
15. If the irrigation plans are not included with the DRC permit application, irrigation plans must be submitted to the Department of Planning & Community Development within 45 days after a building permit is issued. Irrigation must be installed in accordance with approved plans prior to the issuance of the Certificate of Occupancy. Irrigation plans also need to be submitted separately to the Building Inspection Department.

APPLICATION COMPLETENESS CHECK FOR PRELIMINARY SITE PLAN SUBMITTAL:

- Applicant has completed Presubmittal meeting
- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- Application
- 7 sets of plans meeting the requirements of the submittal checklist, 24"x36" max. sheet size
- Plans are legible and drawn at an engineering scale

If the above items are not included with your submittal, the submittal will be returned.

APPLICATION COMPLETENESS CHECK FOR FULL SITE PLAN SUBMITTAL:

- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- Completed Application
- Letter responding to comments is included with application
- 7 sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size; including landscape plan sealed by licensed landscape architect
- Approved or waived TIA, correspondence included with submittal
- Engineer Seal
- Final plat is included as part of the construction plan set
- Plans are legible and drawn at an engineering scale
- Preliminary Submittal review is completed
- Final Plat has been submitted
- Copy of joint access easements
- Subdivision Improvement Plan has been submitted to Engineering & Development Services Dept.

If the above items are not included with your submittal, the submittal will be returned.

APPLICATION COMPLETENESS CHECK FOR RESUBMITTALS:

- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- 7 sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size
- Letter responding to previous review comments
- Original redlines
- Engineer Seal
- Mylar cover sheet
- Plans are legible and drawn at an engineering scale
- Final Plat is included as part of the construction plan set
- Final Plat has been submitted
- Subdivision Improvement Plan has been submitted to Engineering & Development Services Dept.

If the above items are not included with your submittal, the submittal will be returned.

APPLICATION COMPLETENESS CHECK FOR CONDITIONAL APPROVAL OR APPROVAL:

- Hand delivered by project team member (not a courier)
- Number of plans as referenced in the review correspondence
- Updated Engineer Seal
- Letter responding to previous review comments
- Original redlines
- Mylar cover sheet
- Plans are legible and drawn at an engineering scale

- Final plat included as part of the construction plan set
- Final plat has been RECORDED by County Clerk
- Subdivision Improvement Plan APPROVED by Engineering & Development Services Department

If the above items are not included with your submittal, the submittal will be returned.

APPLICATION COMPLETENESS CHECK FOR SMALL PROJECT SUBMITTAL:

- Applicant has completed Presubmittal meeting
- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- Application
- 7 sets of plans meeting the requirements of the submittal checklist, 24"x36" max. sheet size
- Plans are legible and drawn at an engineering scale

If the above items are not included with your submittal, the submittal will be returned.

APPLICATION COMPLETENESS CHECK FOR EXTENSION REQUESTS:

- Applicant has an approved site plan
- Hand delivered by project team member (not a courier)
- Updated application
- 5 sets of previously approved plans
- Plans are legible and drawn at an engineering scale

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals are required to be legible and scope of work comprehensible. The DRC reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc

PRELIMINARY SITE PLAN SUBMITTAL CHECKLIST

A preliminary site plan shall consist of a one-page site dimension plan to include the following:

- ☐ Seven (7) Copies of site dimension plans
- ☐ 24"x36" maximum sheet size
- ☐ Existing address (If your site is platted, please call Kim Jones at 512-218-5426 to obtain a project address)
- ☐ Name of the building or business
- ☐ Key map showing location of the site
- ☐ North arrow
- ☐ Engineering scale
- ☐ Proposed use
- ☐ Type of construction proposed
- ☐ Engineer signature and seal, or preliminary statement
- ☐ Existing and proposed fire hydrants
- ☐ Fire access: proposed fire lanes including maximum grades, widths, and height limitations.
- ☐ Driveway locations
- ☐ Driveways within 200' (including those across the street)
- ☐ Turning Radii for all drives
- ☐ Rights-of-way (proposed and existing)
- ☐ Utilities (existing and proposed)- labeled
- ☐ Easements (existing and proposed)
- ☐ Base Floodplain Elevation and Ultimate 100-year floodplain (if applicable)
- ☐ Proposed water quality facilities (if needed) or
- ☐ Statement regarding regional detention or on-site detention
- ☐ Existing contours (labeled)
- ☐ Proposed contours if possible
- ☐ Property boundary
- ☐ Construction limits
- ☐ Label existing and new structures and any built elements
- ☐ Building footprint
- ☐ Square footage of building
- ☐ Parking layout
- ☐ Parking count table (show calculations required, number provided per each land use proposed)
- ☐ Areas to be landscaped with street yard line delineated and street yard area required and proposed
- ☐ Areas to be landscaped, free and clear of easements
- ☐ Protected tree survey

FULL SITE DEVELOPMENT PERMIT APPLICATION CHECKLIST

Please use this checklist when preparing your full construction plans and full submittal site development permit application

Prerequisites prior to Site Development Permit Application:

1. Final plat submittal – 1st round of review comments received for plat submittal
2. Subdivision Construction Plan submittal – 1st round of review redlines received.
3. TIA approval or waiver (Contact: John Dean., Transportation Department, 218-5562)

Site Development Permit application shall include the following documentation:

1. Seven (7) full sets of construction plans – no larger than 24" x 36" inches
2. Supporting documents for TIA approval or waiver, drainage, easements, permit status for other agencies (MUD approval, TXDOT correspondence, etc.)

Site Development Construction Plans shall include the following:

(See “*applicable code*” section for code references)

1. General requirement: All plan pages shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
 - c. Base plan information including building footprints, roof plans indicating overhangs, pavement, driveways, and major structures such as detention ponds, water quality ponds, fences, property lines, and easements. All plan view sheets need to reference property boundaries and easement information. (Show the same basic base plan information on all plan view sheets.)
2. Cover sheet with the following information:
 - a. Name of project
 - b. Address of project
 - c. Submittal date chart referencing the specific submittal and updated per each submittal (Preliminary, Full, Resubmittal #1, Resubmittal #2, etc.). This shall coordinate with the updated application chart that is submitted with each submittal.
 - d. Legal description of property and lot area
 - e. Sheet index
 - f. Revision block
 - g. Applicants name, address, phone, fax and e-mail address.
 - h. Name, address, phone, fax, and e-mail address of Engineer, Architect, Landscape Architect, and Owner
 - i. Signature block for “Engineering & Development Services”
 - j. Signature block for “Development Review Committee Chair”
 - k. Location map
 - l. Engineer signature and seal (on ALL civil sheets)
 - m. Note addressing either on-site detention or participation in the regional detention program
 - n. Water Quality Note (if applicable)
 - o. Orientation Map with hatched or shaded limits of construction

- p. Compliancy Clause
 - q. Adequacy Clause
3. Copy of recorded plat
 4. Overall master plan, if project is phased or crosses over lots lines.
 5. Phasing Checklist Items:
 - a. Each phase must stand alone in meeting all codes subject to site plan reviews. The Development Review Committee must approve the proposed Phasing Plan.
 - b. The engineer shall graphically represent phasing of the site and clearly indicate the specific sequencing of the Phasing Plan, including the order of COs planned to be issued for each building structure and the number of buildings for each phase.
 - c. Two entrance/exit drives are required; one exclusively for tenant access and a separate one exclusively for construction access. Though they may be modified and realigned with each phase completion, at no time shall the accesses overlap.
 - d. An estimated time line shall be provided for all phases, indicated in number of months shall be indicated in the plan notes.
 - e. Phase I shall not include any building structures. At a minimum, Phase I work shall include the following:
 - i. All-weather drive access(es) as required by the Fire Department (minimum 20' in width).
 - ii. Two access points as described in item "c" above
 - iii. Utility infrastructure that includes, at a minimum, water, wastewater, and storm line mains and fire hydrants, in addition to any associated public easements required.
 - iv. Sidewalk as required by Chapter 8 of the CoRR Subdivision Ordinance.
 - v. Landscape requirements associated with screening, compatibility buffers, and streetyard.
 - vi. Irrigation associated with landscaping required in Phase I.
 - vii. Tree Protection.
 - viii. Detention Pond (if necessary).
 - ix. Water Quality Pond (if necessary).
 - f. Phase II (and following Phases) shall include all associated site development elements, to be developed and inspected pertinent to that particular phase, as laid out in the phasing plan approved by the DRC. The development elements include, but are not limited to the following:
 - i. Building pads
 - ii. Parking
 - iii. Fire lane access drives
 - iv. Landscape
 - v. Irrigation
 - g. In addition, the following must be included in the Construction Documents on any and all associated Phasing Plan Sheet(s):
 - i. The following notes:
 1. "Phase I shall include the construction of the following..." (list to be created by the certifying engineer)

2. "All public water and wastewater improvements shall be constructed, tested, and accepted with Phase I."
 3. "A minimum 20-foot drive access shall be constructed as depicted on this plan for Phase I. This fire lane shall remain clean and clear of construction, debris, vehicles, and equipment. The contractor shall coordinate with the City of Round Rock Fire Department regarding any construction fencing to be used during construction."
 4. "The landscaping shall be installed, inspected, and approved in the sequence of the depicted phase. No Building C.O. shall be issued without the final inspection of all landscape and irrigation improvements".
 5. "All phasing plan revisions must be approved by the DRC."
 - h. Separate signature blocks are required for each phase, for projects other than multi-family town homes or apartments. On the Mylar cover sheet per each phase add signature blocks for "Engineering and Development Services" and "DRC Chair".
6. Area plan indicating adjacent zoning, land uses, and area driveways within 200'.
7. General Notes Sheet
- a. General Notes
 - b. Summary table found on City website:
http://www.roundrocktexas.gov/docs/construction_summary_edc.pdf
 - c. Benchmark information
8. Dimensional Site Plan showing:
- a. Boundaries of project including bearings, distances, angles, and dimensions
 - b. Platted and recorded easements including any by separate instrument
 - c. Label abutting zoning
 - d. Location and dimensions of building footprints and roof overhang
 - e. Location of structures (i.e. retaining walls, dumpster walls)
 - f. Location and dimensions of parking spaces
 - g. Location and dimensions of driveways and internal circulation
 - h. Parking chart showing required and proposed per each land proposed land use, include calculations
 - i. Location and dimensions of sidewalks
 - j. Location and dimensions of loading docks
 - k. Location and dimensions of ground-mounted equipment
 - l. Locations and dimensions of dumpsters, including details of enclosures
 - m. Location and dimension of fencing, including details
 - n. Location and ground dimensions of free-standing signs
 - o. Setbacks of buildings and pavement from all property lines
 - p. Location of free-standing lights and wall packs
 - q. Parking lot striping
 - r. All existing driveways
 - s. All existing median cuts
 - t. All platted or recorded easements immediately abutting the site

- u. Drive-through stacking layout, if applicable
9. Tree Survey and Tree Protection Plan showing:
- a. Locations of all existing trees with tag numbers coordinating with tree list
 - b. Tree list with species and size identified
 - c. Tree survey table
 - d. Location of proposed trees to be removed delineated as dashed-line circle with number in circle and trees to remain with solid-line circle
 - e. Location of monarch trees
 - f. Tree protection notes – as specified in the Round Rock Tree Technical Manual
 - g. Tree protection details and tree fencing details
 - h. Tree irrigation notes
 - i. Administration, inspection and enforcement notes
10. Landscape Plan and Tree Replacement Plan showing:
- a. Texas Landscape architecture seal
 - b. All base information
 - c. Rights-of-way labeled
 - d. Proposed and existing civil site elements
 - e. Landscape chart showing required and proposed street yard landscape requirements (or include on landscape plan)
 - f. Natural features
 - g. Existing trees to be removed (as approved with tree removal permit)
 - h. Existing trees to remain
 - i. Large, medium, and small trees proposed
 - j. Large shrubs proposed
 - k. Shrubs and groundcovers proposed
 - l. Planting schedule documenting botanical name, common name, and planted size
 - m. Irrigation notes
 - n. Existing and proposed grading
 - o. Location and dimensions of required screening, with linear foot dimension
 - p. Location and dimensions of required compatibility buffers, with linear foot dimension
 - q. Location of pervious and impervious surfaces with materials labeled
 - r. Delineation of street yard
 - s. Location of all easements (proposed and existing)
 - t. Location of all utilities (proposed and existing)
 - u. Location of proposed and existing fire hydrants
 - v. Ground mounted equipment and dumpster screening
 - w. Planting details
 - x. Compatibility fence details (or include with Item #7)
 - y. Dumpster screening fence details (or include with Item #7)
11. Irrigation Plan
- a. Rights-of-way labeled
 - b. Location of all easements (proposed and existing)

- c. Location of all utilities (proposed and existing)
- d. Construction notes
- e. Sprinkler head layout, including required bubblers for trees
- f. Meter location
- g. Controller location
- h. Tap details

12. Drainage Plan showing:

- a. Existing grades and topographic contours at intervals not exceeding two feet
- b. Proposed grades and topographic contours at intervals not exceeding two feet
- c. Karst features and any protected area required by U.S. Fish and Wildlife or TCEQ
- d. Existing roads
- e. Existing structures to be retained
- f. Existing drainage features including lakes, streams, and ponds
- g. Location and elevation of the base flood and 100 year ultimate elevations
- h. Location and dimensions of existing and proposed storm water detention structures or ponds
- i. Location and dimensions of existing and proposed water quality structures or ponds
- j. Location and size of all proposed storm water lines or surface drainage structures
- k. Drainage calculations (for 2-year, 10-year, 25-year and 100-year storms using Austin 3-hour storm)
- l. Crossing elevation information for all public lines versus other utilities
- m. Separate report for drainage to include: reference maps, flow information, and an accompanying narrative by the engineer stating the development shall not cause any adverse impact to downstream properties and explanation of method of analysis and determinations used to reach this conclusion.

13. Fire Department Requirements:

- a. Existing fire hydrant locations
- b. Proposed new fire hydrants as required
- c. Fire Apparatus access points
- d. Fire Apparatus grades
- e. Address as provided by the City of Round Rock
- f. Fire Lanes
- g. Reinforced lawns intended for fire access
- h. Fire Apparatus turn around
- i. City-issued or City-approved construction details as applicable for fire protection
- j. For alternate paving for included in fire lanes, provide details and engineer certification that installation will support 80,000 lbs.

14. Erosion Control Plan showing:

- a. Limits of construction with standard notes and details
- b. Appropriate BMPs (including silt fence, rock berms, SCEs, etc.)

- c. Existing/Proposed grades and topographic contours at intervals not to exceed two feet
15. Utility Plans showing:
- a. Existing and proposed water and wastewater facilities
 - b. Flowlines (existing and proposed, both into and out of) on all manholes
 - c. Profiles for all public wastewater and waterlines 12" in size or greater
 - d. Existing and proposed easements
 - e. Fire hydrants
 - f. Water meter(s)
 - g. Contours (Existing and Proposed)
 - h. Appropriate crossing information
16. Detail Sheet
- a. Standard City-approved details associated with construction of the project (available on the City's website)
17. Lighting Plan showing:
- a. Property lines labeled
 - b. Existing and proposed lights
 - c. Site lighting specifications
 - d. Photometrics, foot candle reading at property line labeled
18. Resubmittal:
- a. Original redlines
 - b. Letter responding to review comments providing responses for each written comment issued (7 copies). The letter shall integrate each disciplines response, for instance a landscape architect's response to comments shall be integrated and coordinated into the primary letter from the civil engineer.
19. Prior to approval:
- a. Mylar of cover sheet (including most recent engineer's seal date)
 - b. All outstanding access and easement documentation
20. Extensions:
- a. Letter requesting extension
 - b. 5 copies of previously approved DRC plans
 - c. Added to the original Mylar cover sheet :
 - i. Signature block for "Engineering and Development Services"
 - ii. Signature block for "DRC Chair"

It is the responsibility of the applicant to confirm that all sheets reference the same and correct base plan information. If sheets reference different or outdated base plan information, the submittal will be rejected and returned prior to the final staff review.

Optional:

Applicant may submit building elevations for preliminary zoning ordinance review as part of the Site Development Permit submittal. **Note:** This submittal is for a courtesy preliminary review and **not** in lieu of the building permit application.

2007
DEVELOPMENT REVIEW COMMITTEE
SUBMITTAL AND REVIEW SCHEDULE
5:00 pm DEADLINE
SUBMITTAL PROCESSING CYCLE

TRACK CYCLE	DRC SUBMITTAL BY 5:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP <u>AT NOON</u>
A	*01/02/07 (Tuesday)	01/03/07	01/17/07	01/19/07
B	*01/16/07(Tuesday)	01/17/07	01/31/07	02/02/07
A	01/29/07	01/31/07	02/14/07	02/16/07
B	02/12/07	02/14/07	02/28/07	03/02/07
A	02/26/07	02/28/07	03/14/07	03/16/07
B	03/12/07	03/14/07	03/28/07	03/30/07
A	03/26/07	03/28/07	04/11/07	04/13/07
B	04/09/07	04/11/07	04/25/07	04/27/07
A	04/23/07	04/25/07	05/09/07	05/11/07
B	05/07/07	05/09/07	05/23/07	05/25/07
A	05/21/07	05/23/07	06/06/07	06/08/07
B	06/04/07	06/06/07	06/20/07	06/22/07
A	06/18/07	06/20/07	*07/03/07 (Tuesday)	*07/09/07 (Monday - Noon)
B	07/02/07	*07/03/07 (Tuesday)	07/18/07	07/20/07
A	07/16/07	07/18/07	08/01/07	08/03/07
B	07/30/07	08/01/07	08/15/07	08/17/07
A	08/13/07	08/15/07	08/29/07	08/31/07
B	08/27/07	08/29/07	09/12/07	09/14/07
A	09/10/07	09/12/07	09/26/07	9/28/07
B	09/24/07	09/26/07	10/10/07	10/12/07
A	10/08/07	10/10/07	10/24/07	10/26/07
B	10/22/07	10/24/07	11/07/07	11/09/07
A	11/05/07	11/07/07	*11/20/07 (Tuesday)	*11/26/07 (Monday - Noon)
B	11/19/07	*11/20/07 (Tuesday)	12/05/07	12/07/07
A	12/03/07	12/05/07	12/19/07	12/21/07

Each site plan submittal follows Track A or Track B through the review cycle. You can change submittal tracks (from A to B) once your current submittal cycle is completed.

The average submittal includes 14 days until receipt of comments and 5 days for the applicant to revise plans and resubmit. This totals 19 work days between application submittal dates. This 19 day period applies to each time you submit (preliminary submittal, full submittal, and resubmittal separately). On average, projects typically require 1 preliminary submittal, 1 full submittal and 3 resubmittals (revisions). Please use the DRC submittal checklist to assist you in preparing your application submittal.

* Altered submittal and review schedule due to holidays.

PLEASE CONTACT (512) 218-5428 IF THERE ARE ANY QUESTIONS

SITE DEVELOPMENT PERMIT APPLICATION

Project Name: _____

Project Address: _____

General Application Information:

I. Land Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Project Owner Information (Consultant's Client): (Copied on all project correspondence)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

III. Prime Consultant/ Applicant/Agent: (Main contact person and responsible for application)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

V. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

VI. Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information:

- 1) Project Street Location or **official** address: _____
- 2) Property Acreage: _____
- 3) Current Zoning: _____ Proposed Zoning: _____
- 4) Adjacent Zoning: North _____ South _____ East _____ West _____
- 5) Is this project in a zoning overlay: _____ Yes _____ No
- 6) Is this project in a MUD? If yes, please list which MUD _____
 - a) MUD approval obtained? _____ Yes _____ No
- 7) Traffic Impact Analysis status(check one): _____ approved _____ waived
- 8) Is a License Agreement part of this application? _____ Yes _____ No
 - a) License Agreement application submitted? _____ Yes _____ No
- 9) Is a WTF (wireless transmission facility part of this application? _____ Yes _____ No
 - a) WTF application submitted? _____ Yes _____ No
- 10) Project located in the Edwards Aquifer Recharge Zone? _____ Yes _____ No
 - a) TCEQ application status _____
- 11) Was a Presubmittal Meeting held prior to this submittal? _____ Yes _____ No
 - a) Date of meeting? _____
- 12) Site Legal Description: Lot: _____, Block _____
- 13) Subdivision Name: _____
 - a) Is plat recorded? _____ Yes _____ No
 - b) Date of recordation: _____
- 14) Proposed land use: _____

Affidavit:

I, as the owner, am aware of this development application as it pertains to my property.

Signature: _____

Printed Name: _____ *Date:* _____

I, as the applicant, have informed the owner of this development application. I have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true and accurate.

Signature: _____

Printed Name: _____ Date: _____

Staff Use Only:

Received By: _____

Application No: _____

SUBMITTAL TABLE - THIS TABLE IS REQUIRED WITH THE SUBMITTAL.

Use this table to fill out your application information with each application

	APPLICATION TYPE	SUBMITTAL DATE	SITE ACREAGE	ACREAGE FEE	BASE FEE	TOTAL FEE
	PRELIMINARY					
	SMALL PROJECT				\$500	
	LICENSE AGREEMENT				\$250	
	WIRELESS (WTF)				\$500	
	FULL			\$200	\$1000	
	RESUBMITTAL#1					
	RESUBMITTAL #2					
	ADDITIONAL REVIEW				\$500	
	ADDITIONAL REVIEW				\$500	
	CONDITIONAL APPROVAL					
	APPROVAL					
	REVISION				\$500	
	EXTENSION					